



December 3, 2003

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR IMPROVEMENTS AND RENOVATIONS AT SCOTTSDALE CENTER FOR THE ARTS

The City of Scottsdale is soliciting Statement of Qualifications to provide confirming programming, design and construction documents for 16 proposed improvements included in this RFQ in the Scope section below. The City and the Scottsdale Center for the Arts are seeking the services of a professional design firm with demonstrated ability and experience with similar scope of work shown below.

BACKGROUND

Design services for this Statement of Qualifications are being procured to address a series of facility upgrades identified by the Scottsdale Center for the Arts (SCA). The City of Scottsdale owns the SCA facility and is responsible for major maintenance and replacement activities. The City of Scottsdale will fund the project scope of work.

The design professional selected for this contract will work closely with the Facilities Committee and the Vice-President for Operations of SCA. The Facilities Committee Chairman is an architect, who will provide advisory overview through the Committee structure. Project and contract management will be with the City of Scottsdale.

ABBREVIATED SCOPE OF WORK

The selected firm will be required to perform or provide the following services:

- ◇ **As-found:** Provide a complete investigation of existing conditions. Prior construction documents for the facility are available but field verification is necessary. Documentation of "as-found" conditions is part of the project documentation.
- ◇ **Program Verification:** Through general interviews with the Vice-President for Operations of SCA, the program of design requirements shall be verified and documented. Design schedules shall be established and confirmed. It is anticipated that this document will be completed at (10%) Conceptual Design Phase.

Deliverables: Program Verification Report and Project Schedule in PDF on CD-ROM and three (3) hard copies.
- ◇ **Design & Construction Document Phase:** Utilizing local design standards (Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances), the Consultant will progress through Schematic, Design Development and prepare construction documents for the project. Submittal of approximately 30% construction plans to the Development Review Board will be required for exterior improvements e.g., exterior glass, and door. An in-house review team consisting of staff from CPM, SCA and City Plan Review (code) will review all submittals. The construction documents will be issued for public bidding and City Council will approve construction award.

Deliverables:

1. Development Review Board submittal & presentation and approval.
2. 30/ 60/ 90% construction plans and specs in PDF and one set black line print.

◇

Project Meetings:

- 8 meetings to review work progress required with City Staff, SCA staff
- 3 meetings and presentations will be and the SCA Facilities Committee.
- 1 DRB session and presentation

Deliverables: Maintain and update Project Action List on all Scope Segments in MS Word or other acceptable format.

SELECTION PROCESS

Each received Statements of Qualifications will be evaluated and scored to determine a 'shortlist.' If one submittal is clearly above others (10% higher score) Interview Phase may be waived if a RFQ receives 10% above other submittals.

STATEMENT OF QUALIFICATION SUBMITTAL REQUIREMENTS

Reply to this request with six (6) copies of your response. Limit your submittal to six (6) 8 1/2" x 11" pages (text/photos on one side only). Submittals that exceed the page limitation will not be considered. A cover letter, if submitted, shall not be counted in the total number of allowed pages. Please address the following:

1. List the lead firm's name, project manager, lead architect and other design team members with addresses, contact person, telephone numbers, emails address and one reference name and phone number.
2. Team's Capabilities - Briefly describe three relevant experiences that address similar type of projects shown in the listing of Appendix "A." Identify team member(s) role in the similar project i.e., designer, project manager, etc. Identify any sub-consultants that would be part of your team. The City of Scottsdale reserves the right to approve changes in Team Members.
3. Significant Project Approach – The development of the SCA project will involve a working with a contract client and a separate user client including a Facilities Committee. A positive history coordinating projects with similar lines of responsibility is an advantage. Briefly, identify methods your team has used in the design process to successfully accomplish multiple task projects.
4. Local Knowledge - Identify your firm's familiarity with City of Scottsdale procedural requirements and/or local issues pertinent to this project, which enhances your qualifications to successfully design this project. Please indicate your familiarity with the Scottsdale Center for the Arts and number of projects processed through City of Scottsdale in the last three years.
5. Project Schedule – Provide your team's approach to organizing and processing through design and construction of proposed 16 segments shown in Exhibit A. List or use graphic formats depicting organizational approach, schedule sequences, plan review periods, segment bidding and construction periods. Indicate possible grouping that have flexibility and can save money and time. Indicate your firm's design and construction documents production schedule that will accomplish it.

STATEMENT OF QUALIFICATION EVALUATION CRITERIA

Evaluation of the submittals will be based on a 100-point scale distributed as follows:

Max. Points	Criteria
35	Firm's Capabilities - experience with similar projects
25	Significant Project Approach
15	Local Knowledge
25	Project Schedule

INTERVIEW PHASE REQUIREMENTS

If required the short-listed team shall to make a presentation to the combined Facilities Committee and City of Scottsdale-staffed interview panel. The presentation should focus your firm's capabilities and one other item in the above Statement of Qualifications Evaluation Criteria. Twenty (20) minutes will be allocated for each team to make a presentation. The presentation will be followed by a 10-15 minute Question and Answer period from the Interview Panel. Preparation and technical setup will be allowed prior to the start of an Interview.

INTERVIEW PHASE EVALUATION CRITERIA

%	Criteria
40	Firm's Capabilities - experience with similar projects
40	Proposed Project Approach
20	Ability to address key project scope issues

INTERVIEW PHASE TIME AND PLACE

It is anticipated that interview will be held the third week of January 2004. Time and location of Interviews will be determined via acceptance letter.

CONTRACT INDEMNIFICATION & INSURANCE REQUIREMENTS

This project will require that the selected team execute a standard City of Scottsdale Architecture Services Contract including the City's Indemnification and Insurance requirements. The City standard contract can be viewed at <http://www.scottsdaleaz.gov/capitalprojects/PDF/eng10.pdf>. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to execute this contract. Related questions shall be addressed to Project Manager before submittal.

Instructions: The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Statement of Qualifications will be in the form of an Addendum, which will be posted on the website.

City Rights: The City of Scottsdale reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Request for Statement of Qualifications received, and to be the sole judge of merits of the respective Statements of Qualifications.

Release of Project Information: The City of Scottsdale shall coordinate release of all public information concerning the project, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees: All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating a bias in the selection process with any person who may play a part in the selection process, the evaluation panel, City Manager, Assistant City Manager, Deputy City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

STATEMENT OF QUALIFICATION SUBMITTAL TIME AND PLACE

Submittals will be received at the City of Scottsdale's Capital Project Management Division no later than 3:00p.m. on December 19, 2003.

Scope Questions should be addressed to:

Bill Peifer, Project Manager
Telephone: (480) 312-7869 office
E-mail: bpeifer@scottsdaleaz.gov

Address responses to: SCA Improvements RFQ
City of Scottsdale
Capital Project Management
7447 E. Indian School Road, Suite 205
Scottsdale, AZ 85251

Exhibit A: Scope for SCA Improvements

Project Descriptions (all budget allocations shown in the right column are approximate allocations. The Total Available Project Budget is \$950,000.

Improvement	Task	Preliminary Budget
Cinema 1 Access	Upgrade (ADA) Cinema Access	\$ 12,000
Currently the Cinema does not have acceptable access for wheelchair seating. This project segment identifies and designs suitable seating area for wheelchair patrons.		
SCA Restrooms	Center Restrooms (ADA) Upgrade	\$ 322,000
Provide upgrades for the Center for the Arts restrooms to meet or exceed City standard for ADA accessibility. Additionally, the fixtures and equipment in the restrooms are both functionally and aesthetically out of date. Existing restrooms shall be evaluated for efficiency and user requirements. Priority should be given to restrooms most used by visiting public. Phasing this segment may be necessary to maintain facility operations.		
Window and Door	Atrium Door/Storefront Replacement	\$147,000
Replace atrium doors and curtain wall windows. Problems with the existing door system include, high breakdown rates and loose, non-ADA compliant and hazardous thresholds. Also, the doors often do not close or lock properly. Mullions are warping in areas with the greatest sun exposure. Low "E" glass will be evaluated for replacing existing glass. Design of new doors and window systems should be more inviting and meet or exceed accessibility standards.		
Public Access	Upgrade Drinking Fountains and Signage (ADA)	\$ 12,500
Evaluate and provide an implementation plan to upgrade drinking fountains, payphones, descriptive signage, and other patron accessibility issues in the public areas of the building.		
Atrium Lighting	Fixtures and Electrical Dimming	\$ 55,000
Provide replacement lighting and dimming system for the existing Atrium. Replace obsolete equipment with state of the art energy efficient dimming and controls.		
House Lights	House Light Dimmer Replacement	\$ 25,000
Replace Center for the Arts dimming control for the house lighting system. This is a vital component of the theater lighting system and currently the potential for non-repairable breakdowns exist.		
Emergency Lighting	Emergency System Upgrade	\$ 8,000
Recently a back-up power generator was installed at the Center for the Arts. This segment would identify and design essential SCA systems and lighting to be connected to the new generator.		
Gallery HVAC	Replace Existing System SCA	\$ 20,700
The HVAC system for the Galleries at the Center is inefficient and prone to frequent maintenance and breakdown. This segment will prepare plans to replace with more energy efficient system.		

Power Distribution at Stage Replace and Upgrade Power \$ 16,500
This project will upgrade and modernize the power available to the Cinema 1 Stage and related theater system. These upgrades include design for “clean” power and a degree of isolation currently unavailable on the stage area.

Storage Compound Create Storage Outside East Doors \$ 12,500
This project will develop a 150 to 300 square foot area outside the Center for the Arts east door for temporary storage associated with outdoor event equipment and vehicles. Also, this segment addresses a venting issue associated with charging lift equipment batteries in the enclosed basement of the building.

Atrium Mezzanine Add Second Level To Atrium \$ 190,000
Current use and demand for function space at the Center for the Arts necessitates additional square footage adjacent to the existing Atrium. An earlier design project identified location for second level balcony/mezzanine area over part of the Atrium. Building on this concept plan develop construction documents for a mezzanine that improves patron circulation and access to the upper gallery and administrative offices.

Back Stage Storage Over Piano Loft \$ 3,500
This project segment adds a “loft” storage area to the existing piano storage in the Center for the Arts Backstage.

South Entry South Entry Upgrade \$ 25,000
Two years ago significant improvements were made to the Circular Drive at the South side of the building. This project would upgrade and modernized the South entry. Additional signage and directories, lighting and door systems are included.

Upper Gallery Floor Replace Upper Gallery Floor \$ 26,000
The floor of the upper gallery was designed for carpet. Current Museum standards discourage carpet in art display areas. This project will provide layout, details, and specification for the installation of wood or another suitable material in the Gallery.

HRTR Upgrades Conference Room Renovation \$ 55,000
Provide dimmable lighting and modern A/V equipment in the Center for the Arts Training Room at. This would increase the efficiency of the room for the meeting and training functions that are scheduled there.

Dressing Room Renovation & ADA Accessibility \$ 132,500
Provide interior design improvements to the existing flooring, walls, fixtures, and equipment in the Cinema lower level Dressing Room. Improvements include new, fixtures and equipment. In addition, Dressing Room requires a ramping system for better access from hallway and an upgrade of one or more bath areas for accessibility.